

Currency Transaction Summary (3A) Record - Required

These records identify and describe the actual currency transaction. Indicators within this record identify the necessity for the following record.

- Customer Account Records, if customer accounts are affected.
- Owner (Part I, Section A) Records, (Person(s) on whose behalf transaction is conducted).
- Transactor (Part I, Section B) Records, if number of Transactors is greater than zero, (Individual(s) conducting transaction, if other than Part I, Section A).

There can be any number of this record type, one for each transaction. The following data elements are required

Field Position	Field Name	Length	Description and Remarks
1-2	Record Type	2	Enter '3A'.
3-9	Branch Code	7	Enter the branch number for the submitting branch. Right justify and zero fill.
10-14	Transaction Sequence Number	5	Enter a sequential number starting with 00001 and increment by 1 for each '3A' record on the file.
15-21	Type of Transaction Codes	7	Enter the appropriate code(s) to identify the following type of transaction(s): <div> <div>Code</div> <div>Meaning</div> </div> <div> <div>15</div> <div>1</div> <div>Foreign Currency</div> </div> <div> <div>16</div> <div>2</div> <div>Wire Transfer(s)</div> </div> <div> <div>17</div> <div>3</div> <div>Negotiable Instrument(s) Purchased</div> </div> <div> <div>18</div> <div>4</div> <div>Negotiable Instrument(s) Cashed</div> </div> <div> <div>19</div> <div>5</div> <div>Currency Exchange(s)</div> </div> <div> <div>20</div> <div>6</div> <div>Deposits/Withdrawals - Enter the Account number(s) in 3E record(s).</div> </div> <div> <div>21</div> <div>7</div> <div>Other - If a transaction is not identified above provide a description in 'Other Transaction'.</div> </div>
22-45	Other Transaction Description	24	Enter the description of the transaction when type of transaction is 7.
46-47	Foreign Currency Country Code	2	If foreign currency is involved, enter the two character standard country code from the attachment. If multiple foreign currencies are involved, identify the country for which the largest amount is exchanged.

Currency Transaction Summary (3A) Record - (continued)

Field Position	Field Name	Length	Description and Remarks
48-57	Transaction Amount Cash-In	10	Total amount of cash-in currency involved in this transaction. If a transaction involves both checks and currency, such as a deposit transaction, enter only the currency amount. Enter only dollar amounts, no cents; always round cents up to the next highest dollar. Do not truncate. Right justify and zero fill.
58-67	Transaction Amount Cash-Out	10	Total amount of cash-out currency involved in this transaction. If a transaction involves both checks and currency, such as a withdrawal transaction, enter only the currency amount. Enter only dollar amounts, no cents; always round cents up to the next highest dollar. Do not truncate. Right justify and zero fill.
68-75	Transaction Date	8	Date of this transaction. It is a numeric eight digit field in century, year, month, day format (CCYYMMDD).
76-78	Number of Customer Account Records	3	Enter a value within the range 000 thru 999 which will identify the number of Customer Account (3E) Records associated with this transaction.
79-81	Number of Transactors (Part I, B)	3	Enter a numeric value (000 thru 999) which represents the number of Transactor (4A) Records associated with this transaction.
82-84	Number of Owners (Part I, A)	3	Enter a numeric value (000 thru 999) which represents the number of Owner (5A) Records associated with this transaction.
85	Reason Incomplete Armored Car (Part I, B)	1	Enter 'A' if this transaction is by an armored car service.
86	Reason Incomplete Mail Deposit or Shipment (Part I, B)	1	Enter 'B' if this transaction is by mail deposit/shipment.
87	Reason Incomplete Night Deposit or ATM Transaction (Part I, B)	1	Enter 'C' if this transaction is a night deposit or ATM transaction.
88	Reason Incomplete Multiple Transaction (Part I, B)	1	Enter 'D' if this transaction is a multiple transaction. Example: If there are multiple transactions that are only reportable after aggregating.

Currency Transaction Summary (3A) Record - (continued)

Field Position	Field Name	Length	Description and Remarks
89	Reason Incomplete Conducted on Own Behalf (Part I, B)	1	Enter 'E' if this transaction was conducted on own behalf.
90	Amendment Indicator	1	Enter 'A' if this transaction is an amendment to a previous transaction. A DCN must be entered in positions 173-186.
91	Multiple Persons	1	Enter 'B' if this transaction is being conducted by more than one person or on behalf of more than one person.
92	Multiple Transactions	1	Enter 'C' if there is knowledge that there are multiple transactions.
93-127	Preparer Name	35	Enter the name of individual designated by the FI to prepare this report. Left justify and space fill. Follow name editing conventions in attachments.
128-162	Contact Person	35	Enter the name of an individual to contact concerning questions about this CTR.
163-165	Contact Person's Area Code	3	Enter the area code of the contact person.
166-172	Contact Person's Phone Number	7	Enter the phone number of the contact person.
173-186	Document Control Number	14	This field contains all zeroes on initial submissions, but must contain the DCN (which is provided by the DCC on the acknowledgment record) for each correction or amendment record being submitted.
187-188	IRS Use	2	For use by DCC only.
189	Backfile Indicator	1	Enter 'B' if this transaction is being backfiled. Backfile: If you were directed by the Compliance Review Section to backfile documents, not originally filed as required by BSA Regulation, please use this indicator. DO NOT use this indicator for any other reason. Questions on backfiling should be directed to the Compliance Review Section at (313) 234-1613.

Currency Transaction Summary (3A) Record - (continued)

Field Position	Field Name	Length	Description and Remarks
190	Correspondence Indicator	1	Enter 'C' if this transaction is a correction or replacement and missing information is unattainable. This code will replace forwarding a letter telling us the missing information is unavailable. The errors will not be resent.
191-210	Filler	20	
211-220	User Field	10	